23 March 1998

SAIS-IMC

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Special Announcement for Developmental Assignment Opportunities

1. This memorandum forwards the attached special announcement for up to two long-term training (LTT)) developmental assignment opportunities in the Office of the Director of Information Systems for Command, Control, Communications and Computers (DISC4), Secretariat of the Army. The Directorate of Information Management has identified two challenging training opportunities at the GS-12, 13, or 14 level in the Chief Information Officer (CIO) Integration Directorate. The individual's assignment will involve a variety of duties which will broaden his/her perspectives of the issues involved in the Department of the Army CIO roles and responsibilities. Specific qualifications and duties of the assignments are described at the enclosure.

2. A current DA Form 2302, current SF 171, or resume, along with the most recent SF 50, two most recent performance appraisals, candidate's statement of interest, security clearance confirmation, and supervisor's endorsement are required. The endorsement must include a statement acknowledging the applicant's right to return to current position. Nominees should be those individuals identified as having high potential and reflecting a need for the type of experience offered by this assignment. Attached is a brief description of duties, experience and qualification requirements for the assignment.

3. The period of the assignment will be approximately 1 June 1998 through 20 November 1998. To be considered for this assignment, the applicant must submit original plus two copies of completed application to HQDA ODISC4, ATTN: SAIS-IMC, 107 Army Pentagon, Washington, DC 20310-0107, not later than 4 May 1998.

4. LTT may be used to help support equal employment opportunity objectives for all qualified minorities, women and handicapped personnel. Functional and managerial officials are urged to promote training and development opportunities.

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5. Request this training opportunity be publicized to appropriate personnel throughout your organization. The ODISC4 POC is Ms. Dukanauskas, (703) 614-0418/DSN 224-0418; e-mail dukanam@hqda.army.mil.

Encl   RONNIE I. GERSTEIN
                                            Director, Chief Information Officer Integration

DISTRIBUTION:
Commander in Chief, U.S. Army Europe and Seventh Army, ATTN: AEAIM-FA
    (Mr. Edward Jonas), APO AE 09014
HQDA, Director of Information Management, ATTN: Mr. Michael Selves, 6602 Army
    Pentagon, (Room 1E600), Washington, D.C. 20310-6602
Commander
    U.S. Army Corps of Engineers, ATTN: CEIM-ZB (Mr. Ed Huempfner),
          20 Massachusetts Ave., N.W., Washington, D.C. 20314-1000
    U.S. Army Criminal Investigation Command, ATTN: CCIM-ZA
          (Mrs. Betty Jackson),6010 6th St., Ft. Belvoir, VA 20060-5506
    Eighth U.S. Army, ATTN: EAIM-D, Deputy Assistant Chief of Staff, IM CPM 34,
          APO 96205-0009
    U.S. Army Forces Command, ATTN: FCJ6-OP, Bldg 200, Fort McPherson,
          GA 30330-6000
    U.S. Army Intelligence and Security Command, ATTN: IAIM-D,
          Fort Belvoir, VA 22060-5370
    U.S. Army Materiel Command, ATTN: AMCIO-F (Ms. Mary Carroll), 5001
          EisenhowerAve., Alexandria, VA 22333-0001
    U.S. Army Medical Command, ATTN: MCIM, 2050 Worth Road, Fort Sam Houston,
          TX 78234-6000
    U.S. Army Military District of Washington, ATTN: ANIM-CP-34 (Mr. Dennis Joyner),
          Building 41, Fort Lesley J. McNair, Washington, D.C. 20319-5050
    Military Traffic Management Command, ATTN: MTIM (Mr. Steven Reed),
          5611 Columbia Pike, Falls Church, VA 22041-5050
    U.S. Army National Guard Bureau, ATTN: NGB-AIS-XT (Mr. Edward Byrne),
          111 S. George Mason Drive Arlington, VA 22204
    U.S. Army Pacific, ATTN: APIM-OI (Mr. John Thorpe), Fort Shafter, HI
          96858-5100
    U.S. Army South Command, ATTN: SOIM-AD (Mr. Ed Nassiff), APO AA
          34004-5000

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Commander:
 U.S. Army Special Operations Command, ATTN: AOIM, Fort Bragg, NC 28307-5216
 U.S. Army Training and Doctrine Command, ATTN: ATIM-S
  (Mr. Hugh V. Markey), Fort Monroe, VA 23651-5000
PEO, STAMIS, ATTN: SFAE-PS, 9350 Hall Road, Suite 142, Fort Belvoir, VA 22060-5526
Army National Capitol Region Civilian Personnel Operations Center,
 ATTN: SFCP-NR-T, 15701, 21st St., Suite 7, Ft. Belvoir, VA 22060-5919

SPECIAL ANNOUNCEMENT FOR DEVELOPMENTAL ASSIGNMENT

ANNOUNCEMENT CLOSES: 4 May 1998

Special Announcement for Developmental Assignment Opportunity in the Office of the Director of Information Systems for Command, Control, Communications, and Computers (ODISC4), Secretariat of the Army.

ELIGIBILITY REQUIREMENTS: This announcement is open to Department of Army employees (world-wide) at the GS-12,13, or 14 level in the following series: 301 (Information Management), 334, 391, 343 (records management), 1082, 1083, 1410, 1001, 1020, 1071, 1084, 1060, and 1654. Employees must have career status and be serving in competitive appointments or Schedule A excepted appointments without time limitation and have a minimum of three years service. The selectee will be assigned on a lateral basis.

FUNDING RESPONSIBILITIES: The ODISC4 will pay for full or partial funding travel and per diem for selected candidate(s) from outside the Washington Metropolitan area during the developmental assignment period. Funding for salary and benefits is the responsibility of the candidate's command or activity.

LENGTH OF PROGRAM: 3 - 6 Months

TOTAL NUMBER OF SPACES: 2

LOCATION OF ASSIGNMENT: Chief Information Officer Integration Directorate, ODISC4, 107Army Pentagon, Room IC680, Washington, DC. 20310-0107.

DEVELOPMENT ASSIGNMENT DUTIES: General duties will consist of serving as staff officer in the CIO Integration Directorate. The selected individuals will report to and be supervised by the Director, Chief Integration Officer Integration (SAIS-IMC).

Specific duties.

- Perform staff actions to facilitate CIO-related responsibilities. Review, analyze, develop, and revise staff documentation. Coordinate with HQDA, DoD, or major command officials in the completion of assigned tasks. Assist in preparing and delivering informal briefings.
- Assist CIO leadership in the coordination of issues related to Federal and DoD CIO Council Meetings.
- Assist in reviewing, developing, and staffing CIO-related policy documents and publications. Research applicable laws, regulations, and other references.

ENCLOSURE

- Assist in identifying, developing, and documenting processes, policies, and procedures for integrating performance measurements into Army C4I/IT management processes.
- Assist in reviewing BPR initiatives. Assist in identifying successful BPR and other process improvement efforts and best practices from government (Federal, state, and local) and industry, that are appropriate for Army process owners to use.

WHAT TO SUBMIT: ,

1. Send a brief cover letter stating your interest and motivation for wanting to work with ODISC4 in the Chief Information Officer Integration Directorate, to HQDA ODISC4, ATTN: SAIS-IMC, 107 Army Pentagon, Washington, DC 20310-0107.

2. Supervisor's letter of endorsement is required and must include a statement acknowledging applicant's right to return to current position.

2. A current DA Form 2302-R, SF 171, or resume.

3. Two most recent performance appraisals.

4. Confirmation of security clearance signed by agency Security Officer.

5. Most recent SF 50 reflecting current status.

EQUAL EMPLOYMENT OPPORTUNITY: All eligible applicants will receive consideration for this training program without race, religion, color, national origin, sex, age, handicapping conditions, political affiliation or any other non-merit factor.

BACKGROUND EXPERIENCE AND QUALIFICATIONS. The candidate must be a GS-12,13, or 14. Due to the nature of this position, it is highly desirable that the trainee have knowledge and/or experience in the areas identified below.

- A comprehensive understanding of information management and how the related functions are integrated to provide efficient and effective management of information and information systems for the Army.

- Ability to document and organize technical and administrative information.

- Interpersonal skills necessary to effectively discuss and present information to peers and superiors.

- Experience with PC applications software including word processing, graphics, spreadsheet, and database applications.

- Ability to write reports, information papers, and correspondence for senior officials.

- Internet or web experience is desirable.

SELECTION PROCEDURES: Employees nominated under this announcement will be evaluated based on information provided pertaining to experience (including outside activities) education, training, awards, and motivation for wanting this assignment. Consideration will be given to applicants' skills, abilities, and the specific qualifications listed in the announcement. Employees should address the knowledge and abilities in the DA Form 2302-R, SF 171, resume, or in a separate justification page.